

Policy: 4661 Procedure: 4661.04

Chapter: Community Services Rule: Contractor Report

Requirements

Purpose:

The Human Services Contractor's required reports shall be submitted to the Arizona Department of Juvenile Corrections (ADJC) within guidelines and within specific time lines.

Rules:

1. The **HUMAN SERVICES CONTRACTOR** shall:

a. For the Initial Assessment:

i. Document an Initial Assessment report as required by the licensing agency that contains a measurable assessment of a juvenile's social, behavioral, psychological, and physical condition within seven business days from the juvenile's intake into the program;

Effective: 10/17/06

Dated: 06/28/06

Replaces: 4661.05

ii. Forward the report documentation to the Parole Officer/Case Manager and Community Services Division.

b. For the Continuous Case Plan (CCP):

- i. Develop a CCP within seven business days of the juvenile's intake into the program with the participation of the juvenile, the family, the Parole Officer/Case Manager, and other significant parties;
- ii. Indicate juvenile's strengths as well as areas of the juvenile's behaviors needing development utilizing the Department's behavioral health assessment tools;
- iii. State time-lined and measurable goals and interventions to assist the juvenile in his/her development. Goals and interventions shall be stated in behavioral terms relating to areas of development needed;
- iv. Assign interventions to juvenile or significant parties and document on the CCP plan;
- v. Include required discharge plan for the juvenile's release from the contractor's program;
- vi. Review every 60 days and/or at the completion of measurable treatment goals submitted to the assigned Parole Officer/Case Manager and Community Services Division;
- vii. Forward copy of the revised CCP or Service Plan to the Parole Officer/Case Manager and Community Services Division.

c. For the Monthly Progress Reports:

- i. Provide a written record describing the response of the juvenile to treatment interventions and the participation of significant others in the juveniles course of treatment. The Monthly Progress Reports shall:
 - (1) Indicate the juvenile's progress consistent with the CCP goals;
 - (2) Date and signature of the juvenile, Parole Officer/Case Manager, and individual completing the report;
 - (3) Be submitted to the Parole Officer/Case Manager and the Community Services Division by the 10th business day of each month;
- ii. Submit copies of all home visit authorization forms signed by the Parole Officer for the reporting period.

d. For Incident Reports:

i. Follow ADJC 4661.03 Contractor's Incident Report procedure.

e. For the Discharge Report:

- i. The **HUMAN SERVICES CONTRACTOR** shall submit a Discharge Report for juveniles leaving the Contractor program. The Discharge Report shall:
 - (1) Relate to the CCP goals and reflect the juvenile's status regarding these goals;

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- (2) Address living arrangements, job or school needs, and any anticipated needs for continued services after program completion;
- (3) Be specific regarding juvenile's referrals to other programs and agencies; Referrals shall allow the opportunity for juveniles to maintain behavioral change and continued treatment as related to the juvenile's goals;
- (4) List all prescription medications and dosage the juvenile is currently taking;
- (5) Be submitted to the assigned Parole Officer/Case Manager and Community Services Division within 15 business days of the date of the juvenile's discharge from the contractor's program.

f. For the Termination Report:

- i. The **HUMAN SERVICES CONTRACTOR** shall provide a detailed description of the juvenile's status upon his/her official termination from a program. The Termination Report shall:
 - (1) Include the date and reason for discharge, summary of services provided, and aftercare recommendations;
 - (2) Be submitted to the assigned Parole Officer/Case Manager and Community Services Division within 15 business days of the juvenile's termination from the contractor's program.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: